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NAVAL OCEAN SYSTEMS CENTER SAN DIEGO CA APR 84
NOSC/TD-611

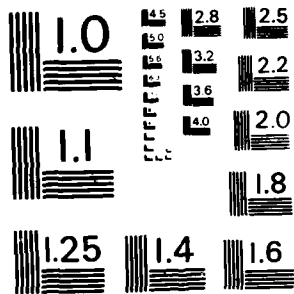
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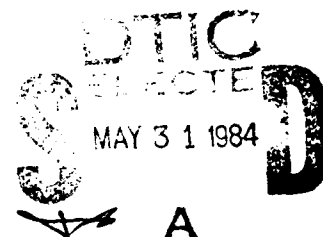
NOSC TD 611

Technical Document 611

FORMAT GUIDE FOR CONTRACTOR-PREPARED DOCUMENTATION

Publications Division
Technical Information Department

April 1984



Approved for public release; distribution unlimited

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NOSC

NAVAL OCEAN SYSTEMS CENTER
San Diego, California 92152

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NAVAL OCEAN SYSTEMS CENTER SAN DIEGO, CA 92152

AN ACTIVITY OF THE NAVAL MATERIAL COMMAND

J.M. PATTON, CAPT, USN
Commander

R.M. HILLYER
Technical Director

ADMINISTRATIVE INFORMATION

This document provides requirements for producing publications prepared under NOSC contracts. Its contents are mandatory for all publications, except those that are ordered under a data item description (DID) that has format requirements specified by military specifications or standards.

All exemptions (partial or complete) from the requirements of this document must be approved in advance and in writing by the head of the NOSC Publications Division.

Released by
R. Farris, Acting Head
Publications Division

Under authority of
M. E. Cathcart, Acting Head
Technical Information
Department

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Dist	Availability Code
A1	Avail. for Special

SCOPE

The format requirements described in this publication are to be used for publications prepared under NOSC contract. Exempted are hardware and software manuals, specifications, and similar publications that have format requirements specified by military standards and specifications other than MIL-STD-847A.

FORMS OF REPORTS

Contractor-prepared publications are to be submitted to NOSC in one of the following forms (specified on the ordering Contract Data Requirements List (CDRL)):

Manuscript copy: Text and illustrations suitably assembled for review and editing.

Reproducible copy: An original set of text and illustration pages that is corrected, laid out, and approved for reproduction.

Duplicated copy: Documentation that has been duplicated. The maximum number of copies is six, and the only allowable type of binding is staple.

FORMAT REQUIREMENTS

COMPOSITION

Type Size: Provide a type size for the main text at least as large as 8-point type; 10-point type, or its equivalent, is preferred.

Line Spacing: Use single or 1-1/2 spacing between lines except when double spacing is necessary to ensure clarity of equations or symbols. (Use double space for manuscript copy.) Double space between paragraphs.

Margins: Use margins of at least 1 inch on all sides of the text page (see figure 1).

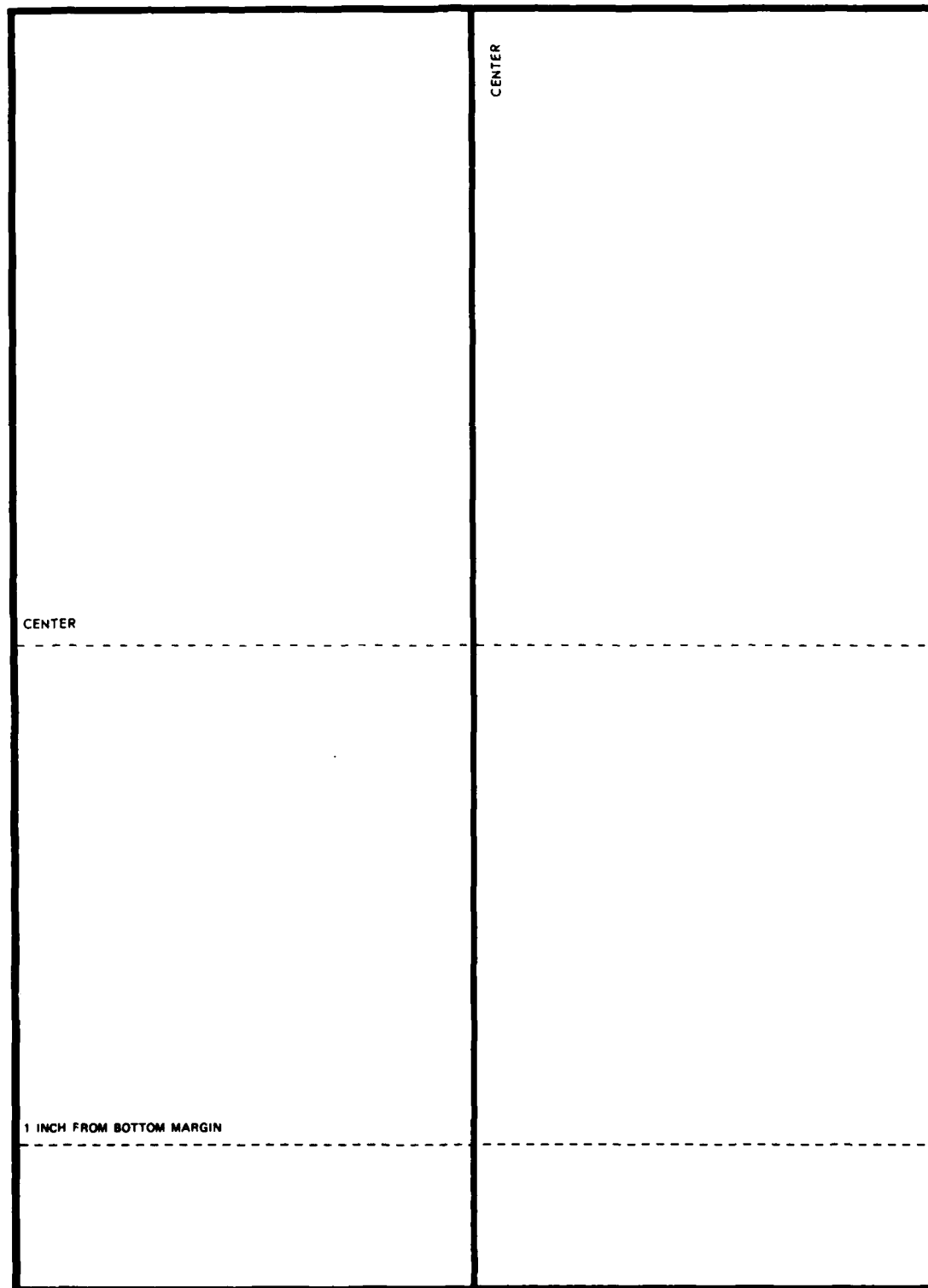
Columns: Prepare text pages with a single column; right-hand justification is not required.

Changes or Corrections: Make all changes or corrections so that they will not be conspicuous when reproduced.

Page Size: Use only 8-1/2- by 11-inch paper.

Equations: Use machine or transfer-type composition when available. Make the opening and closing parentheses, brackets, and braces the same height as the tallest expression they enclose. Separate the numerator from the denominator with a line as long as the longer of the two. Center both the numerator and the denominator on the line.

TOP



BOTTOM

TYPING GUIDE—8 1/2" X 11" PAPER
11ND-NORC-8376/4 (REV. 2-77)

Figure 1. Margin guide.

Indent a displayed equation in the line immediately following its first text reference. Break equations before an equal, plus, or multiplication sign. Align a group of separate but related equations by the equal signs, and indent the group as a whole. Place short equations not part of a series or not identified by number in the text.

Number consecutively in Arabic numerals those equations which are part of a series or referred to in the text. Enclose each number in parentheses at the right margin on the last line of the equation. Equations within appendices or sections must be numbered consistently with the appendix or section designator.

Headings: Prepare headings so they stand out from the text with their relative importance apparent. Prepare them either on a standard typewriter or on composing equipment. Typical headings are illustrated in figure 2. Other types and styles can be used, if the heading's relative importance is apparent.

Standard typewriter headings

METHODS ← *First-order head*

Macroplankton ← *Second-order head*

Third-order head
↓
Sampling The larger and more sparse macroplankton
were sampled

Headings by composing equipment

METHODS ← *First-order head*

Macroplankton ← *Second-order head*

SAMPLING ← *Third-order head*

The larger and more sparse macroplankton . . .
.....

Figure 2. Examples of headings.

Footnotes: Place footnotes, which comment on or contain explanations of the text, at the bottom of the page on which they are cited. Type the footnote single space at the bottom of the page on the left margin. Separate the footnote from the text by a line that is 12 spaces long. Mark footnotes by asterisks, daggers, crosshatches, or other acceptable designators.

Typed Copy: Type all camera-ready copy with an original black ribbon (carbon ribbon is preferred) on opaque white paper. Print in the main text must be uniform in color and size. Do not use varying densities.

Quality: Filled-in or broken letters, illegible text or illustrations (including lettering), or similar imperfections are not allowed.

Miscellaneous Requirements:

- Do not start a new paragraph on a page if only one line will fall on the page. In continuing a paragraph, ensure that at least two lines fall on the following page. Do not divide a three-line paragraph between pages.
- Do not place a "stand-alone" heading at the bottom of a page.
- Do not place a single item of a listing at the bottom or top of a page, if it consists of only one line.
- Do not end a page with a colon or hyphen.
- Do not type report numbers or place company names on the inside pages of the document.

PAGINATION

Center page numbers at the bottom of each page, except for the title page (if used). Count the title page, but do not number it.

Number pages, including front matter, in sequence using Arabic numerals. Number separate volumes independently. Odd-numbered pages are right-hand pages, and even-numbered pages are left-hand pages.

REPORT ELEMENTS

Although all reports do not necessarily contain all the following elements, those used must appear in the following order:

Front Matter:	Front Cover (required)
	Title Page
	Summary
	Table of Contents
	List of Illustrations
	List of Tables

Body of Report:	Introduction
	Main Text
	Conclusions
	Recommendations

Reference Material: References
 Bibliography
 Appendices
 Definitions (Glossary)
 Abbreviations, Acronyms, and Symbols
 Index
 Back Cover (required)

Front Matter

Front Cover: Include the following information on the front cover. (See figure 3 for placement of cover components.)

Title and Subtitle: Display the title prominently and make it indicate clearly and briefly the subject of the report. Set subtitle, if used, in smaller type. When a report is prepared in more than one volume, repeat the primary title and have the subtitles indicate specific volumes.

Date: Include the month and year; this is the date the data is delivered to NOSC.

Type of Report and Period Covered: State whether the report is draft, interim, or final, and, if applicable, the period covered.

Performing Organization: Provide the name, street address, city, state, and zip code of the performing contractor. List no more than two levels of the organizational hierarchy.

Contract Information: Include the contract number, CDRL number, and, if applicable, the delivery order number.

Controlling Office: Include the name and mailing address of NOSC. Also include the lowest NOSC hierarchical level for which the document was prepared; include both the numerical and written description of the code, e.g., Code 441, Publications Division.

Special Markings (if required): Include classification, downgrading information, schedule for declassification, and warning notices.

Miscellaneous Requirements: The cover can be the same stock and weight as the text (normally 100 pound) or it can be of different stock and weight (60 pound). Cover colors are white for unclassified reports, green for confidential reports, and yellow for secret reports. Use only black ink on the cover. Covers with windows cannot be used. Past or present official NOSC covers cannot be used. Logos or symbols cannot be used. Corporate covers cannot be used. Do not include a distribution statement; this must be assigned by NOSC.

Title Page: If used, include the report's title, subtitle, date, type of report and period covered, and the names and addresses of the preparing agency (contractor) and monitoring agency (NOSC). The contractor's internal reporting number can be included. (See figure 4 for format requirements.) Logos can be used on title pages.

TITLE	
Subtitle (if used)	
DATE	
Type of Report and Period Covered	
Prepared by	
Contractor's name	
Contractor's address (street address, city, state, and zip code)	
Contract	, DO
CDRL	
Prepared for	
Naval Ocean Systems Center	
	Branch (Code)
San Diego, CA 92152	
Special Markings	

Figure 3. Placement of cover components.

	Report Number (if used)
TITLE	
Subtitle (if used)	
Date	
Type of report and period covered	
Prepared by:	
Contractor's Name	
Address	
City, State, Zip Code	
Prepared for:	
Naval Ocean Systems Center	
Branch (Code)	
San Diego, California 92152	

Figure 4. Sample title page.

Summary: A section may be included to summarize the report, to explain the reason for the initiation of the work, and to outline the principal conclusions and recommendations.

Table of Contents: This is seldom used in a report of eight pages or less. If used, list principal headings as they appear in the report with their page numbers. Start the table of contents on a new right-hand page.

Lists of Illustrations and Tables: These are included only if they are considered essential. List the figure or table number, caption or heading, and page number for each. Condense lengthy captions or headings.

Body of Report

General: Start the first section of the report on a new right-hand page. (This section usually provides background information and work objectives.) Succeeding sections do not have to start on new pages. (These sections may describe work procedures, apparatus involved, tests performed, results achieved, and related matters, as appropriate.) Start the final sections, i.e., conclusions and recommendations, on new right-hand pages.

Section Numbering: If necessary, sections can be numbered, e.g., Section 1.0. If this practice is followed, the headings, equations, tables, and figures within each section carry the numerical designation of the section, e.g., equation 3-2, figure 2-2, or table 1-1. Either hyphens or periods can be used to separate the numbers. Pagination by section number is not allowed.

Reference Material

References: References are made to specific books, journals, reports, interviews, and similar documentation. In the back of the report list all references used throughout the report. Cite them consecutively by number as they are cited in the text of the report. Include authors, titles, sources, identifying numbers, publication dates, and applicable security classification.

Bibliography: A bibliography consists of entries not directly connected with the text, but is supplied as supplementary information. The bibliography follows the list of references. Include authors, titles, sources, identifying numbers, publication dates, and security classification.

Appendices: When two or more appendices are used, designate them appendix A, appendix B, etc. If only one appendix is included in the report, it is called "the appendix." Number figures, tables, and equations with the letter designation of the appendix. When they are part of "the appendix," they are designated as A-1 or A.1. Decimals or hyphens can be used, but the numbering must be consistent throughout the report. Title each appendix and start it on a new right-hand page.

Definitions (Glossary): Define unusual terms either in the text or as footnotes the first time they are used in the text. When many terms are used, or if the report is long and each term is often used, list them in alphabetical order with definitions in a glossary.

Abbreviations, Acronyms, and Symbols: Define abbreviations, acronyms, and symbols when first introduced in the text. If they are numerous, include a list of definitions with other unusual or technical terms.

Index: If an index is included, make it as complete as its usage requires.

ILLUSTRATIONS

General

Treat illustrations consistently throughout the report. Prepare them so that details and callouts will be clearly legible after final reduction. Vellox copies of photographs are preferred. However, if this is not possible, crop or mask photographs to eliminate insignificant detail. Do not add a border frame or use background tones in line drawings unless they maximize clarity. For reproducible copy, submit only clean tone or line art.

Placement

Locate illustrations as near as possible to the first text reference. In special situations, such as a report containing only a few text pages and many illustrations, place the illustrations in numerical sequence in the back of the report. Figures 5 and 6 indicate placement of illustrations on vertical and turn pages, respectively.

Callouts

Place the callouts horizontally, unboxed, and near the item called out. Make callouts consistent in size and typeface throughout a report. Use lettering of at least 8 points or 1/10-inch high. Callouts are typed in all capitals, except for units of measurement. Use either commas or parentheses to separate the unit being measured and the unit of measurement.

Foldouts

Avoid the use of oversize illustrations that must be folded. Often a large illustration can be divided to appear on facing pages. However, when foldouts cannot be avoided, the face of the foldout is an odd-numbered, right-hand page; the reverse is blank and even-numbered. The first page of the text after a foldout is an odd-numbered, right-hand page. If the report contains an even number of foldouts, they may be placed back-to-back.

Color

Color cannot be used in illustrations unless specifically authorized by NOSC (Code 441). Use screens, crosshatching, reverses, dots, or similar techniques as effective substitutes for color (see figure 7).

Numbering

Number illustrations consecutively in the order they are introduced in the text. Use Arabic numerals, preceded by the word "figure."

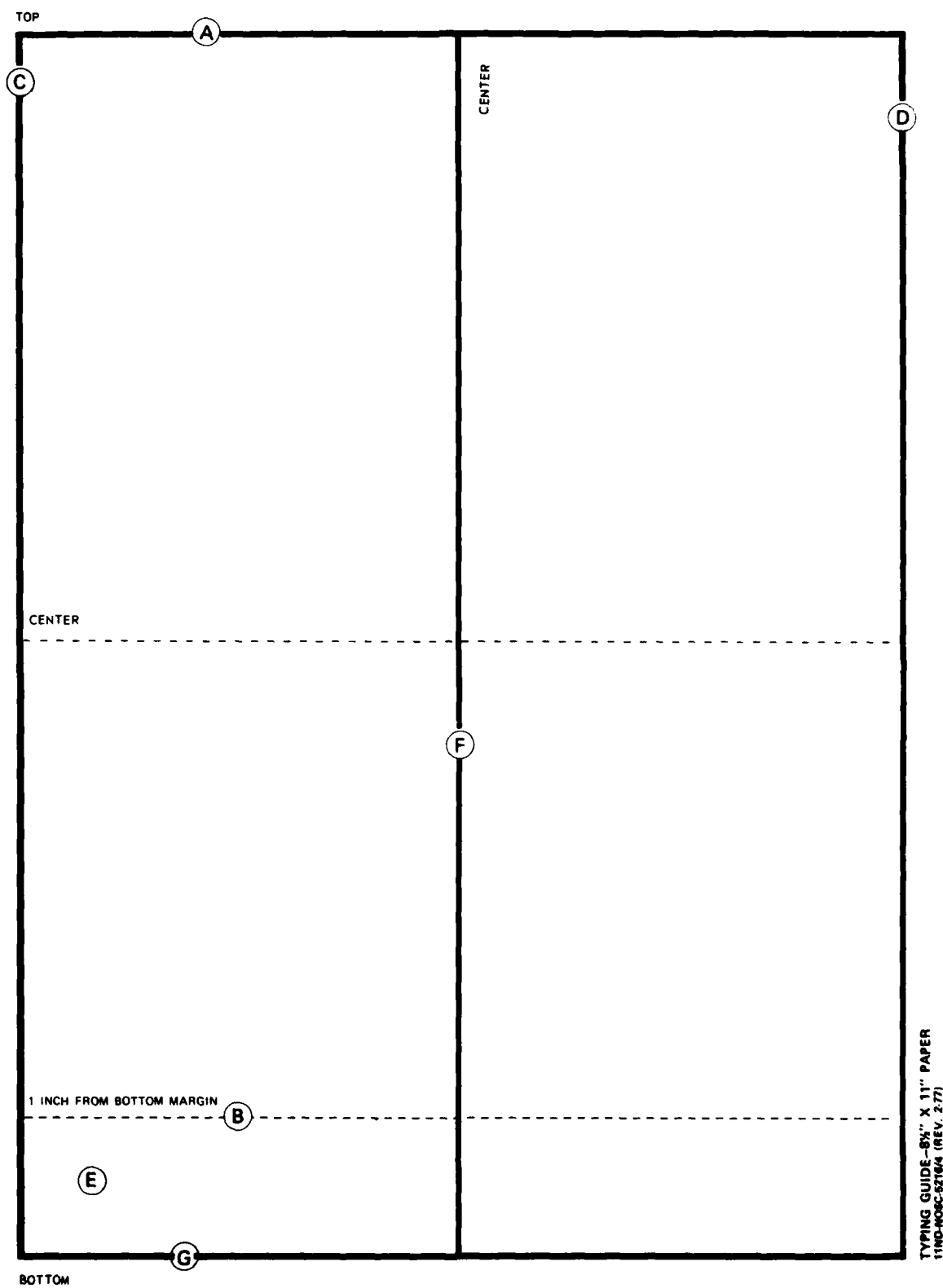


Figure 5. Vertical placement of figure.

- (A) (B) Do not place art work above the heavy black line indicated by A or below the dotted line indicated by (B).
- (C) (D) Do not place art work to the left of the heavy black line indicated by C or to the right of the heavy black line indicated by (D).
- (E) Type the figure identification one line or two picas below the figure and above the heavy black line indicated by (G).
- (F) Center on the page using the heavy black line indicated by F as the centering point.
- (H) Type page numbers at the location indicated by (H).

Figure 5. Continued.

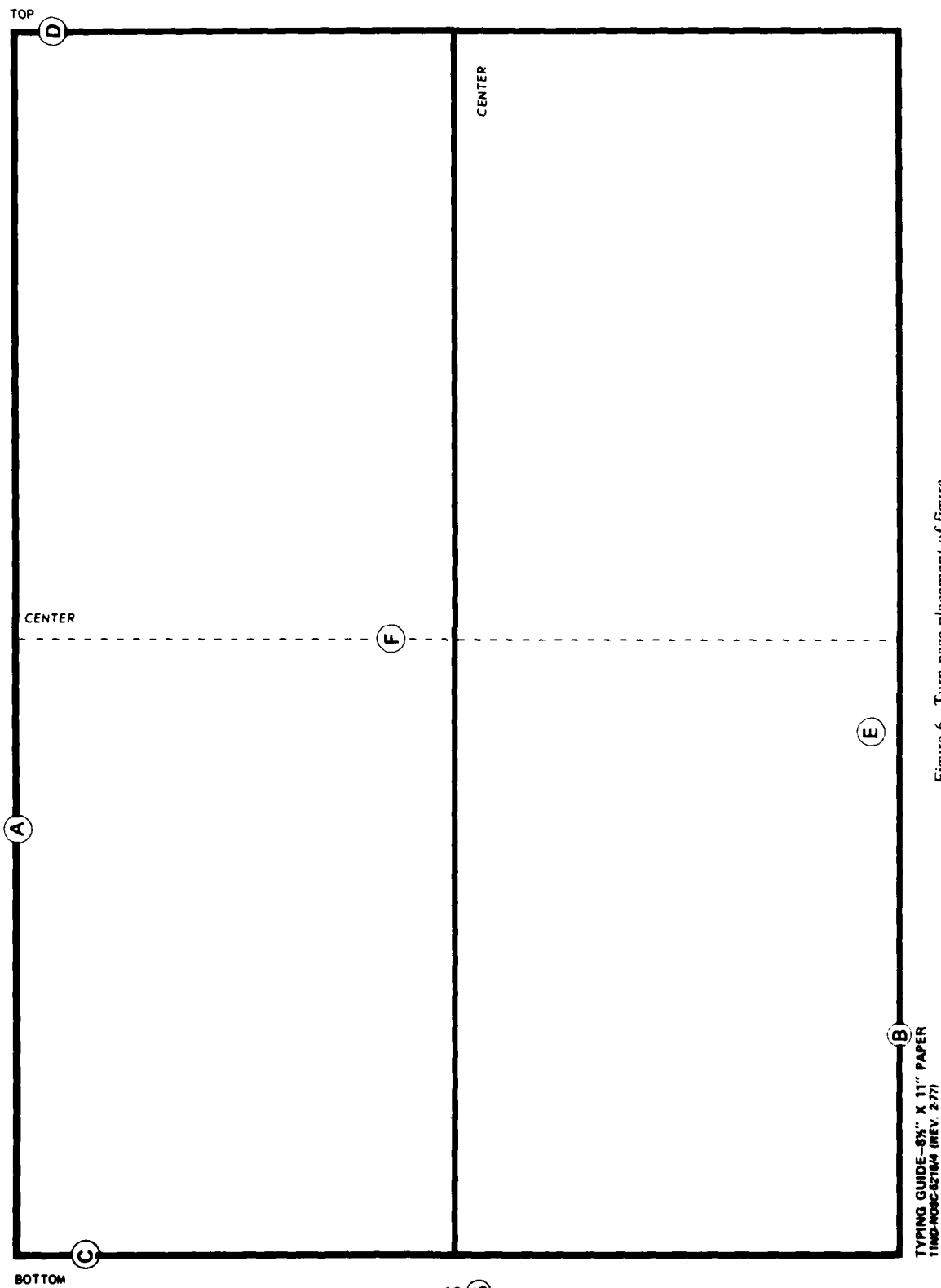


Figure 6. Turn-page placement of figure.

- Ⓐ Ⓑ Do not place art work above the heavy black line indicated by Ⓐ or below the heavy black line indicated by Ⓑ.
- Ⓒ Ⓓ Do not place art work to the left of the heavy black line indicated by Ⓒ or to the right of the heavy black line indicated by Ⓓ.
- Ⓔ Type the figure identification one line or two picas below the figure and above the heavy black line indicated by Ⓑ.
- Ⓕ Center on the page using the dotted line indicated by F as the centering point.
- Ⓖ Type all page numbers at the location identified by Ⓖ.

Figure 6. Continued.

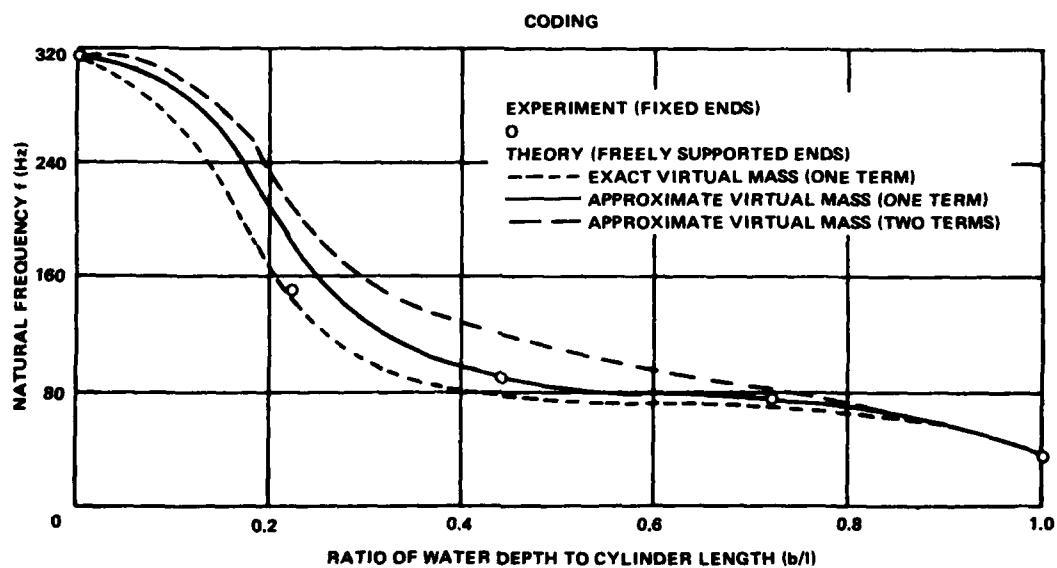
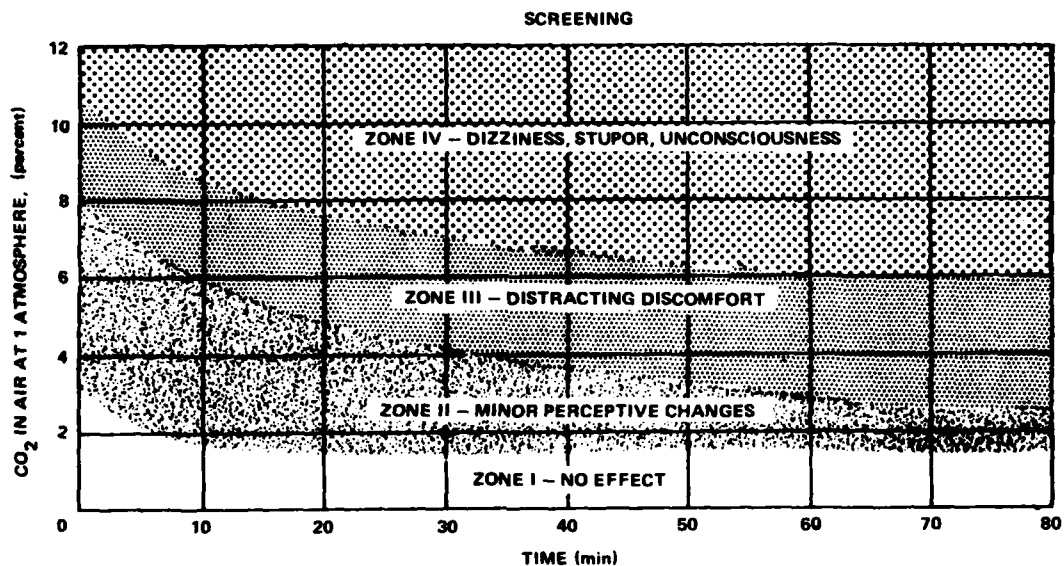


Figure 7. Examples of substitutes for color.

Number illustrations in appendices or numbered sections consistently with the appendix or section designation, e.g., figure A-1, figure B-1, figure 1-1, or figure 3-1.

Figure Identification

Identify illustrations as follows:

- a. The word figure (initial cap) followed by a space.
- b. The figure identifier followed by a period and two spaces. The identifier may be one of the following forms: (1) Figure X-Y or (2) figure Y; X is the section number or appendix designation in which the figure is located and Y is the number of the figure, e.g., figure 3-1, figure A-4, or figure 25.
- c. A caption which briefly describes the illustration's contents. A period follows the caption.
- d. The figure identification is centered under the illustration and appears in the same location on following pages if more than one page is required. It is typed one line or two picas under the illustration.
- e. The first letter of the figure caption is capitalized. Subsequent words are lower case unless they are proper nouns or acronyms.

Example: Figure 3. Analysis of water samples taken from the Indian Ocean.

f. If a caption requires two or more lines, the second line is typed directly beneath the first character of the first line of the caption.

Example: Figure 3.2. Analysis of water samples taken from the Indian Ocean.

g. If an illustration has more than one page, captions for the subsequent pages are done as follows:

Figure A-1. Continued.

TABLES

General

Keep tables as simple as possible. Avoid vertical and horizontal lines when spacing can be used effectively. Printout sheets of electronically tabulated data must have sharp and unbroken letters and numbers. (See figure 8 for typical table layout.)

Table 1. Short-time xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx ← *Heading*

<i>Boxhead</i> Temperature (K)	Specimen type ^a	Ultimate tensile strength (N/m ²)	Elongation between buttonheads (cm)	Reduction of area (percent)
<i>Footnote reference</i> ————— Tungsten				
1700	1	2200 x 10 ³	1.57	95
1900	1	1312	1.60	75
2060	1	987	.69	36
2260	1	674	.51	25
Molybdenum				
1650	2	9301 X 10 ³	0.95	96
1922	2	4068	1.55	99
2255	2	1472	1.75	99

^aRecrystallized at 2370 K for 1/2 h in vacuum. ← *Footnote*

Figure 8. Typical table layout.

Placement

Locate tables as near as possible to the first text reference. When a report contains only a few text pages and many tables, place the tables in numerical sequence at the end of the report. Place tables so that they can be read without turning the page. If this is not possible, place the table so that the top is at the left side of the page and it can be seen by rotating the page clockwise.

Columns and Column Headings

Give applicable units of measurement in the column heading of the table. Do not repeat in the body of the table. Use either commas or parentheses to separate the unit being measured and the unit of measurement. When tables require more than one page, note the continuation and repeat the column headings and rules on each page.

Numbering

Number tables in the order they are introduced in the text. Use Arabic numerals preceded by the word "table." Number tables within appendices and number sections consistently with the appendix or section designation.

Title (Heading)

Above each table, place a brief descriptive title after the table number. (See section on "Figure Identification" for additional information on table headings.)

APPENDIX

CLASSIFICATION MARKINGS

GENERAL MARKING PRACTICES

Page Markings

NOSC practice is to mark all interior pages of the publication with the classification of the publication (top and bottom, centered on the page). However, this does not preclude marking by the page. If the latter practice is used, the front cover, inside front cover, back cover, and first page must carry the highest classification of the publication. Both sides of the page must be marked with the higher classification of either side. The side with the lower classification includes the statement "this page is unclassified" or "this page is confidential" as appropriate.

Top and bottom markings are limited to classification code, i.e., UNCLASSIFIED, CONFIDENTIAL, or SECRET. Other markings -- e.g., NOFORN, WNINTEL -- are not used.

Caveats

Each paragraph, subparagraph, table, figure, and heading that contains information restricted by a caveat is marked with the abbreviated caveat following the classification symbol and a hyphen. The correctly abbreviated caveats are

RD:	restricted data
FRD:	formerly restricted data
NOFORN:	not releasable to foreign nationals
WNINTEL:	warning notice - sensitive intelligence sources and methods involved

Examples:

S-NOFORNWNINTEL
S-RD
C-FRD
S-NOFORN

Page Numbers

If a page is left blank, the preceding page carries two page numbers, e.g., 3/4 or 7/8.

Compilations

If classification is required to protect a compilation of information or if the publication warrants a higher classification than its individual components, a special statement must be included on the cover. The statement must

include the following elements: the fact that the individual parts are unclassified or of a lower classification and the reason the compilation warrants classification or a higher classification.

Cover

The "classified by" line identifies the classification guide only; do not use the date of the classification guide.

Example:

Classified by: OPNAVINST S5513.5-34
Declassify on: 1 February 1990

On publications containing naval nuclear propulsion information (NNPI) use the following downgrading/declassification statement:

- Classified by: ERDA-DOD Classification Guide CG-RN-1 dated January 1977 Declassify on OADR
- This document shall not be used as a basis for derivative classification guidance.

Indicate warning notices, e.g., not releaseable to foreign nationals, in full on the cover.

Dissemination and Reproduction Notices

For information that is subject to special dissemination or reproduction limitations, use the following statements on the cover:

Reproduction requires approval of originator or higher DoD authority.

Further dissemination only as directed by (appropriate activity) or higher DoD authority.

SPECIFIC MARKING PRACTICES

The following pages are a "sample document" that demonstrates how to mark covers, content pages and listings, paragraphs, subparagraphs, headings, figures, tables, and references.

CONFIDENTIAL

TITLE ()

Subtitle (if used) ()

DATE

Type of Report and Period Covered

Prepared by

Contractor's name

Contractor's address (street address, city, state, and zip code)

Contract , DO ,
CDRL

Prepared for

Naval Ocean Systems Center
Branch (Code)
San Diego, CA 92152

Downgrading/Declassification statement

CONFIDENTIAL

CONFIDENTIAL

CONTENTS (U)

ILLUSTRATIONS (U)

1. _____
2. _____
3. _____

TABLES (U)

1. _____
2. _____
3. _____

(If all items in the listing are unclassified,
mark only the heading.)

CONTENTS (U)

_____ (U)
_____ (C)
_____ (U)

ILLUSTRATIONS (U)

1 (U) _____
2 (C) _____
3 (U) _____

TABLES (U)

1 (C) _____
2 (U) _____

(If any item within a listing is classified,
mark all items.)

CONFIDENTIAL

Contents pages.

CONFIDENTIAL

(U) _____

(C) _____

Do not mark paragraphs with naval
nuclear propulsion information (NNPI).
Documents with both classified NNPI
and other classified information must
include the following statement in the
preface or introductory section:

Those paragraphs which are not
marked for classification contain
naval nuclear propulsion informa-
tion (NNPI) which is exempt from
the requirement for paragraph
marking as set forth in the Depart-
ment of Navy Information Security
Program Regulation.

CONFIDENTIAL

Paragraphs and subparagraphs.

CONFIDENTIAL

(U) _____

1 _____

2 _____

a _____

b _____

(If all information in the paragraph and subparagraphs is unclassified, mark only the lead-in paragraph.)

(U) _____

1 (C) _____

2 (U) _____

a (U) _____

b (C) _____

(Mark lead-in paragraph and subparagraphs separately if any portion is classified. Do not mark subparagraphs if they are not complete statements; instead, indicate the highest classification of all information by the classification symbol preceding the lead-in paragraph.)

CONFIDENTIAL

CONFIDENTIAL

INTRODUCTION (U)

BACKGROUND (U)

(Follow unnumbered, unlettered heads with appropriate classification symbol.)

1.0 (U) INTRODUCTION

1.1 (U) BACKGROUND

(Follow number or letter of numbered or lettered heading with appropriate classification symbol.)

(U) BACKGROUND _____

1.1.1 (U) BACKGROUND _____

(Precede run-in heads with appropriate classification symbol; symbol applies both to the heading and to the following information.)

CONFIDENTIAL

Headings.

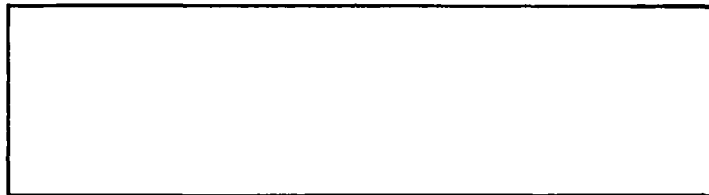
CONFIDENTIAL



UNCLASSIFIED

Figure 1. (U)_____

Table 1. (U)_____



UNCLASSIFIED

(The classification symbol following the word figure or table refers to the caption or heading; the classification marking beneath the figure or table refers to the figure or table. If the table or figure is longer than one page, repeat the markings on each page. Although it is usual NOSC practice to place the classification marking beneath the figure or table, it is also permissible to place it above, within, or alongside the figure or table.)

CONFIDENTIAL

Figures and tables.

CONFIDENTIAL

REFERENCES (U)

1. _____
2. _____
3. _____
4. _____

(Mark only the heading. Each reference is marked separately.)

Example:

NOSC TD 999, Ship Classes and Types (U),
by J.M. Smith, June 1980 (CONFIDENTIAL)

CONFIDENTIAL

References.

(Page is blank unless information
is printed on page. If the latter
occurs, mark the page like any
inside page.)

Inside back cover.

CONFIDENTIAL

(Mark top and bottom with
classification of document.)

CONFIDENTIAL

Back cover.

END

DATE
FILMED

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DTIC